Wireless Chairs Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Committee |
| Title | Meeting Minutes for September 30th, 2020  |
| Date Submitted | October 20th, 2020 |
| Source | Stephen McCannSelf |  E-mail: stephen.mccann@ieee.org |
| Re: | Meeting Minutes |
| Abstract |  |
| Purpose | Maintain Meeting Record |
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**Wednesday September 30th, 2020, 15:00 Eastern Daylight Time (EDT)**

**Wireless Chairs Committee Meeting**

**Call to order**: Meeting called to order

**Attendees**: Jon Rosdahl, Steve Shellhammer*,* Ben Rolfe, Clint Chaplin, Dawn Slykhouse, Jay Holcomb, Rick Alfvin*,* Stephen McCann, Tim Godfrey, Robert Stacey, Paul Nikolich, Dorothy Stanley, Stuart Kerry, Pat Kinney, Jodi Haasz, Juan Carlos Zuniga, Lisa Ronmark,

**Chair**: Dorothy Stanley

**Recording Secretary**: Stephen McCann

**Policy and Procedure reminders**

* **<**<http://ieee802.org/sapolicies.shtml>>
* The chair read out the relevant policies and procedures
* No statements were made.

**Review and approve agenda**

* <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0186-02-WCSG-2020-09-30-wireless-chairs-teleconference-agenda.docx>
* Question(Q): Can we give an update on the status of Atlanta for September 2023?
* Answer(A): Yes
* **Move to approve the agenda:**
	+ Moved: Stephen McCann, 2nd: Ben Rolfe
	+ No objection to approving by unanimous consent.
	+ No actions from the last minutes.
* **Minutes from the last meeting**:
* <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0141-00-WCSG-july-14-2020-minutes.docx>
* **Move to approve these minutes**
	+ Moved: Stephen McCann, 2nd: Jon Rosdahl
	+ No objection to approving by unanimous consent.

**In Memorium: Bob Heile**

* A period of silence was observed to note the passing of Bob Heile.
* Comment(C): I think we’ll all remember Bob for his high quality of meeting and the fact that he refused to stop working until the end.
* C: When Bob’s health started to deteriorate he was still happy to attend meetings and he enjoyed being with everyone. I think this is very admirable.
* C: I wanted to say that Bob helped me so much with my career and I want to thank him so much for that. He was also a great friend.

**Financial Report**

* Jon Rosdahl presented the financial report
* <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0179-00-WCSG-wireless-treasurer-report-sept-2020-electronic-interim.pptx>
* This is the report up to August 31st, 2020 and the finances of the treasury are well at the moment.
* No questions

**Future Wireless Interim meetings**

* Chair: I have appointed Jon Rosdahl to follow and drive future venue contracts. I think Jon has many years of experience with these contracts and has the necessary responsibility to see them through. I would also like Jon to work with Clint Chaplin to onboard Clint with the knowledge of this role, so that we have a back-up going forward.
* C: I would like to endorse this plan. I think Jon is entirely capable of performing this role and agree that a back-up is essential.
* C: I also think this is an excellent plan going forward and I think Bob would have liked this.
* Jan 10-15, 2021 Hotel Irvine
	+ The hotel is still not open, so working with them is still very difficult at this time. With regard to various company travel policies, most companies are talking about not re-considering business travel until after January 4th 2021.
	+ Q: Did we ever have an executed contract with this venue?
	+ A: No
	+ Q: Are there any financial issues?
	+ A: We think not. However, we may return to this venue in the future.
	+ Motion (Affects the treasury, voters are: Kinney, Alfin, Rolfe, Powell, Stanley, Rosdahl, Stacey, McCann):
	+ **Move to cancel the 2021 January Wireless Interim session at the Hotel Irvine in Irvine, CA.**
	+ Moved: Pat Kinney
	+ Seconded: Jon Rosdahl
	+ No objection to approving by unanimous consent [7 voters]
* May 9-14, 2021 Hilton Panama
	+ I think that travel should be ok at this time and I would like to move forward with this contract.
	+ Q: If we go ahead with the contract, what would the implication be of cancelling?
	+ A: The IEEE has added extract clauses for the contracts for this eventuality. We would need 40% of our expected number to go. If this threshold cannot be met, then we hope to cancel with any financial loss.
	+ Q: Would we run an online survey at some point to determine the expected turn out?
	+ A: Yes, that’s certainly one of the things we can do and we’d probably do something like this at the end of January 2021.
	+ C: The straw poll is to determine whether we should continue with the contract negotiations.
	+ C: I also understand that the IETF are thinking that May 2021 may be a reasonable time to start travelling again?
	+ Q: Does anyone on the call feel that there is an alternative venue to Panama?
	+ A: Perhaps not Asia.
	+ C: An alternative would be to cancel all future face to face meetings.
	+ C: At this point in time, I think it’s best to continue with this venue.
	+ Q: Is it possible to continue with the contract, but have a status update in a future wireless chairs meeting, where we make a final decision?
	+ A: Actually I would like to move forward today.
	+ C: I think we need to move forward with this contract.
	+ **Straw Poll: Re-affirm the Panama Hilton contract execution, incorporating appropriate penalty clauses.**
	+ **Yes: 7, No: 0, Abstain 0**
	+ C: So I’ll give an update on the contract the next time we meet.
* Sept 12-17, 2021 Hilton Waikoloa Village
	+ There should be an executed contract for this. It may be that the document needs to be added to the repository.
* Jan 16-21, 2022 Hotel Irvine
	+ There should be an executed contract for this. It may be that the document needs to be added to the repository.
* May 15-20, 2022 Warsaw Marriott
* Sept 11-16, 2022 Hilton Waikoloa Village
* Jan 15-20, 2023 Baltimore Marriott Waterfront
* Overall, the situation is very good and there are no immediate liabilities.

**Wireless Chairs Standing Committee Operations Manual**

* Chair: I think this document: <https://mentor.ieee.org/802-ec/dcn/15/ec-15-0028-03-WCSG-wc-sc-operations-manual.docx> needs a re-fresh as it has not been looked at since 2016.
* Ben Rolfe volunteers to review and assist with the update.

**802.18 – Regulatory issues**

* There is an 802.18 meeting tomorrow where these contributions will be considered.
* Items include:
* ITU-R contributions for WG1a, WG5a
* FCC 6 GHz report.
* ETSI and CEPT are working on various 6 GHz standards at the moment.
* Chair: I would like to thank IEEE 802.18 for all the support that they give to the other IEEE 802 wireless groups.

**802.19**

* Project 802.19.3 has started SA ballot
* At the August EC meeting, the 802.19 operations guidelines was updated.
* Q: I understand that an action item was made to make some further text changes?
* C: Yes, there is such an item.
* C: A request has been sent to the IEEE 802 secretary to arrange a rules meeting and this item can be discussed there.

**802.24**

* There are 3 actives project to produce whitepapers. The development of these has been rather slow this year and the group has been missing the face-to-face meeting to assist this process.
* There will be a meeting on November 11 during the IEEE 802 plenary.

**Future WCC meetings**

* Chair: I think we should re-establish meeting on a more regular basis. I prose that we have a monthly call. For example, Wednesdays October 28th, 9th December and 6th January 2021 at 15:00 ET.
* I would like to thank Roger Marks for setting up the IEEE 802 calendar.
* I would also like to mention that I have re-appointed Stephen McCann as secretary of this group.

**AoB**

* C: Thanks to Dorothy for stepping up in this role as the chair of the IEEE 802 Wireless Chairs’ Committee meetings.
* C: I would like to finish with my thoughts about Bob Heile.
* C: I would like to extend my thanks to Dorothy for filing the shoes that Bob left behind.
* Chair: Thanks to everyone for coming and supporting all of our volunteers who can continue their technical work.
* I would like to close this meeting, with the thought that Bob is in our prayers.

**Adjournment**

* No objection to adjourning.
* Adjourned at 16:05 EDT

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